

SOLICITATION AND OFFER				1. [BLANK]		Page 1 of 24	
2. CONTRACT NUMBER		3. SOLICITATION NUMBER <div style="text-align: center;">OPR09000211</div>		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED <div style="text-align: center;">02/04/2009</div>	
6. REQUISITION/PURCHASE NUMBER							
7. ISSUED BY CAO Procurement Management 327 Ford Bldg. Washington,DC 20515 TEL: (202) 225-2921 ext. FAX: (202) 226-2214 ext.				CODE CPM		8. ADDRESS OFFER TO (If other than item 7)	
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".							
SOLICITATION							
9. Sealed offers in original and <u> 1 </u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>(No Handcarried accepted)</u> until <u>2:00 PM</u> local time <u>03/04/2009</u> (Hour) (Date)							
CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.							
10. FOR INFORMATION CALL:		A. NAME Christine Stewart		B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202 226-2757		C. E-MAIL ADDRESS	
11. TABLE OF CONTENTS							
(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
	A	SOLICITATION/CONTRACT FORM			I	CONTRACT CLAUSES	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.			
	C	DESCRIPTION/SPECS./WORK STATEMENT			J	LIST OF ATTACHMENTS	
	D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS			
	E	INSPECTION AND ACCEPTANCE			K	REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS	
	F	DELIVERIES OR PERFORMANCE			L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	G	CONTRACT ADMINISTRATION DATA			M	EVALUATION FACTORS FOR AWARD	
	H	SPECIAL CONTRACT REQUIREMENTS					
OFFER (Must be fully completed by offeror)							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.							
13. DISCOUNT FOR PROMPT PAYMENT (See Section I)			10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)	
14. ACKNOWLEDGMENT OF AMENDMENTS (the offeror acknowledges receipt of amend - ments to the SOLICITATION for offerors and related documents numbered and dated):			AMENDMENT NO.	DATE	AMENDMENT NO.	DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)		
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.			17. SIGNATURE		18. OFFER DATE
AWARD (To be completed by Government)							
19. ACCEPTED AS TO ITEMS NUMBERED			20. AMOUNT		21. ACCOUNTING AND APPROPRIATION		
22. [BLANK] <input type="checkbox"/> [BLANK] <input type="checkbox"/> [BLANK]					23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		
24. ADMINISTERED BY (If other than Item 7)			CODE	25. PAYMENT WILL BE MADE BY			
				CODE			
26. NAME OF CONTRACTING OFFICER (Type or print)				27. U.S. HOUSE OF REPRESENTATIVES (Signature of Contracting Officer)			28. AWARD DATE
IMPORTANT - Award will be made on this Form or by other authorized official written notice.							

Line Item Summary	Document Number OPR09000211	Title Shoe Shine Services	Page 2 of 24
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Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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0001	Shoe Shine Services		0.00	ea	\$ _____	\$ _____
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Period of Performance will be entered at time of contract award. Base period is 36 months (3 years) with four two-year options for a total of 11 years.

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 3 of 24
---------------------	------------------------------------	--	--------------

TABLE OF CONTENTS

SECTION B -- Supplies or Services and Prices	4
B.1 Schedule of Fees	4
SECTION C -- Descriptions and Specifications	5
C.1 Statement of Objectives	5
SECTION D -- Packaging and Marking	7
D.1 Payment of Postage and Fees	7
SECTION F -- Deliveries or Performance	8
F.1 Period of Performance	8
F.2 Option to Extend the Term of the Contract	8
F.3 Notice to the House of Delays	8
SECTION G -- Contract Administration Data	9
G.1 Contract Administration Plan (CAP)	9
G.2 Authorized House Representatives	9
G.3 Authorized Contractor Representative	10
G.4 Key Personnel	10
G.5 Post Award Conference	10
G.6 Contract Status and Review Meeting	11
G.7 Progressive Steps to Ensure Satisfactory Contract Performance	11
G.8 Modifications	11
G.9 Release of Claims	11
SECTION H -- Special Contract Requirements	12
H.1 Insurance	12
H.2 Identification Badges	12
H.3 Prospective Employee Background Check	12
H.4 Benefits to Members of Congress	12
H.5 News Releases	13
H.6 (Sections H.6 through H.22 follow)	13
SECTION I -- Contract Clauses	16
I.1 Termination	16
I.2 Disputes	16
I.3 Authorized Changes Only by the Contracting Officer	16
I.4 House Rules	16
I.5 Observance of Laws	16
I.6 Order of Precedence	17
I.7 Buy American	17
I.8 Buy American Act Certification	17
I.9 Gratuities	18
SECTION J -- List of Documents, Exhibits and Other Attachments	19
J.1 List of Attachments	19
SECTION K -- Representations, Certifications and Other Statements of Offerors	20
K.1 General Requirements	20
K.2 Company Background	20
K.3 Eligibility for Award	20
K.4 Period for Acceptance of Proposal	20
SECTION L -- Instructions, Conditions and Notices to Bidders	21
L.1 Content of Proposals	21
L.2 Submissions	21
L.3 Late Submissions and Revision of Proposals	21
SECTION M -- Evaluation Factors for Award	23
M.1 Evaluation Factors for Award	23
M.2 Contract Award	23

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 4 of 24
---------------------	------------------------------------	--	--------------

SECTION B -- SUPPLIES OR SERVICES AND PRICES

B.1 SCHEDULE OF FEES

See Section J, Attachment J.1, for Schedule of Flat Monthly Fees to complete.

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 5 of 24
---------------------	------------------------------------	--	--------------

SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1 STATEMENT OF OBJECTIVES

C.1 STATEMENT OF OBJECTIVES

.1 Purpose

The Office of the Chief Administrative Officer (CAO) of the U.S. House of Representatives (House) is seeking a vendor to professionally manage and operate four House-furnished shoe shine and repair stands. The offeror shall use the Statement of Objectives, together with other applicable portions of the Request for Proposal (RFP), as a basis for preparing a proposed statement of work.

.2 Performance Objectives

(1) Services

The House desires a vendor who will offer the core services typically found in shoe shine and repair operations along with related retail products and key-cutting services. The vendor may propose additional related services beyond core services. There is limited space available for on-site repair services. Pricing for all products and services will be provided with vendor's proposal. See Section J, Attachment J.6.

(2) Hours

The House desires a vendor to propose hours of operation that accommodate the hours of a busy, professional life style. The expectation for the stand located in the U.S. Capitol is that it will be operated only when the House is in session. Operations will begin one (1) hour prior to the start of the session and continue for a maximum of eight (8) hours or until the session is completed. The legislative calendar for 2007 - 2008 (Attachment J.2) provides a view to the flow of House activity.

(3) Personnel

The House desires a Vendor who will only employ persons who are trained for the work they are doing and have adequate experience.

(4) Facility & Equipment

The House will provide the vendor with the spaces, stands and equipment listed in Attachment J.5, Section J. However, the vendor may propose changes/upgrades to the stands, at the vendor's own expense, from cosmetic to a full renovation of the stands or take the stands as is.

(5) Marketing & Sales

The House desires a vendor who will aggressively market its products and services to Members and staff.

(6) Responsiveness to the Customer

The House desires a Vendor who positively responds to change. The House periodically surveys Members and staff for their opinions on various services, and appropriate changes are made to accommodate the needs of the community.

(7) Responsiveness to the House

The House desires a Vendor who responds promptly to inquiries by House contracting officials and keeps House contracting officials informed of issues that may impact performance.

(8) Quality Controls

The House desires a vendor who has a quality assurance plan in place that covers all aspects of shoe shine and repair operations.

(9) Sanitation

The House desires a vendor who maintains clean and neat stands and surrounding spaces throughout the business day.

.3 Background

The CAO is one of three officers of the House, along with the Office of the Clerk and the Sergeant at Arms. The Officers, together with the Architect of the Capitol provide a foundation of services to facilitate the work activities of the House, its Member, and staff.

The CAO primarily provides non-legislative support services to the House community, approximately 7000 people, located in the U.S. Capitol and four House office buildings (Cannon, Longworth, Rayburn, and Ford). As such, the CAO provides several convenience services on campus for Members and staff with varying, often long workdays, who are not able to utilize such services in their neighborhoods.

.4 Demographics

The House community is comprised of Members, House Officers, and House staff. The split between men and women is about 50/50. It is estimated that about 54% of House Staff are less than 35 years old. In addition to the House community, there are many daily House visitors and tourists in the office buildings.

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 6 of 24
---------------------	------------------------------------	--	--------------

.5 Descriptions of Facilities

(1) Cannon Building, Basement Rotunda, Room B-7 (40sf)

This location includes a two-seat stand, credenza and a storage room. It currently serves as a primary location for the receipt of shoes requiring repairs and also the only location where key-cutting is available.

(2) Rayburn Building, Rm. #B323 House Cuts Barber Shop (30sf)

This location is inside the barber shop, which is operated by another vendor and is not a part of this contract, and contains a one-seat stand along with a credenza.

(3) Ford building, 3rd St. Entrance (40sf)

This location includes a two-seat stand along with a credenza.

(4) U.S. Capitol, Room H-215 (10sf)

This location includes a one-seat stand and offers shines only. No shoes will be accepted for repair at this location.

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 7 of 24
---------------------	------------------------------------	--	--------------

SECTION D -- PACKAGING AND MARKING

D.1 HC.4.002 PAYMENT OF POSTAGE AND FEES

MAY 2001

All postage and fees related to submitting information, including forms, reports, etc., to the House of Representatives shall be paid by the contractor.

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 8 of 24
---------------------	------------------------------------	--	--------------

SECTION F -- DELIVERIES OR PERFORMANCE

F.1 HC.6.001 PERIOD OF PERFORMANCE MAY 2001

Contract period of performance shall extend from date of award through 36 months. The anticipated award date is March 30, 2009.

F.2 HC.6.003 OPTION TO EXTEND THE TERM OF THE CONTRACT MAY 2001

a. The House may extend the term of this contract up to four (4) times for a period of 24 months each. Preliminary written notice to the contractor of the House's intention to exercise these options will be at least 30 days before the contract expires. The preliminary notice does not commit the House to an extension.

b. The total duration of this contract, including the exercise of any options under this clause shall not exceed 11 years.

F.3 HC.6.005 NOTICE TO THE HOUSE OF DELAYS MAY 2001

In the event the contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract, or whenever the contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the contractor shall immediately notify the customer and the COR by telephone and follow-up in writing to the COR, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 9 of 24
---------------------	------------------------------------	--	--------------

SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 HC.7.023 CONTRACT ADMINISTRATION PLAN (CAP)

FEBRUARY 2005

a. Section G contains the content required in a Contract Administration Plan (CAP). This CAP outlines the framework for monitoring performance and administering this contract, with the specific responsibilities of Authorized House Representatives listed below. Contract performance will be gauged against effectively meeting the requirements of the statement of work, monitoring customer satisfaction (e.g., vendor performance evaluations), and the performance measures contained in the Quality Assurance or Performance-Based Surveillance Plan, if applicable.

b. It shall be the responsibility of the Contracting Officer's (CO's) authorized representative to periodically review this CAP for purposes of updating and/or recommending any necessary revisions. If a change to the CAP is required, the CO will execute the appropriate bilateral or unilateral modification.

G.2 HC.7.007 AUTHORIZED HOUSE REPRESENTATIVES

FEBRUARY 2005

a. Contracting Officer (CO):

CAO Procurement Management
327 Ford House Office Building
U.S. House of Representatives
Washington, DC 20515
Telephone: (202) 225-2921
Fax: (202) 226-2214

1. Except as specified in paragraph (3) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change (in scope, terms, conditions, requirements, pricing, and/or delivery schedules) under this contract.

2. The contractor shall not comply with any order, direction or request of House Personnel which would constitute a change under this contract, unless issued in writing and signed by the CO, or made pursuant to specific authority otherwise included in this contract.

3. The CO is the only person authorized to approve changes under this contract and, notwithstanding provisions contained elsewhere in the contract, said authority remains solely with the CO. In the event the contractor effects any change at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof. The CO may delegate certain responsibilities to authorized representatives.

b. Contracting Officer's Representative (COR):

AS DESIGNATED BY THE CO.

1. The COR, appointed by the contracting officer, is designated to assist in the discharge of the contracting officer's responsibilities. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance and/or the timeliness of delivery by the Contractor in accordance with the terms and conditions of this contract; acting as the contracting officer in charge of work at the site; ensuring compliance with the contract requirements insofar as the work is concerned; advising the contracting officer and contract administrator of any factors which may cause delays in delivery and/or performance of the work; and conducting or witnessing the conduct of any inspections and/or tests that may be required by the contract. The COR does not have the authority to make any changes to the terms, conditions, requirements, pricing, and/or delivery schedules of the contract or direct the contractor to perform services outside of the scope of the contract.

2. Additional responsibilities of the COR are as follows:

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 10 of 24
---------------------	------------------------------------	--	---------------

- Monitor and evaluate contract performance, including preparing Vendor Performance Evaluations.
- Review, approve, and process contractor invoices.
- Submit periodic report(s) to the Contract Administrator (CA).
- Provide the CA with notification of intent to exercise options or renewals 90 days prior to expiration date.

c. Contract Administrator:

AS DESIGNATED BY THE CO.

The contract administrator prepares all modifications to the contract, maintains the official contract file with all reports and other contractual documentation, and responds to contractual inquiries or concerns from the COR or contractor on behalf of the CO.

G.3 HC.7.008 AUTHORIZED CONTRACTOR REPRESENTATIVE FEBRUARY 2005

a. The contractor shall identify the authorized contractor representative (ACR), and provide the information listed below:

Name:

Title:

Address:

Phone:

Fax:

E-mail:

b. The ACR shall provide periodic status reports to the COR as requested. All status reports, schedules, and invoices must be approved by the COR in accordance with the terms and conditions of the contract.

c. The ACR shall furnish notice of any delay or potential situation that may cause delay in their capability to meet the delivery and/or performance schedule set forth in this contract. Such notice may be provided verbally to the COR and contracting officer, then followed-up in writing within two business days after the verbal notice. The notification shall fully describe the cause for delay, the expected date of delivery and/or performance, and any remedies the contractor proposes to mitigate the delay. This notification does not relieve the contractor of its obligation to meet the delivery and/or performance requirements of this contract nor should this notification be construed as a waiver by the House of any delivery schedule or date, performance requirements, or any rights or remedies provided under this contract.

G.4 HC.7.009 KEY PERSONNEL FEBRUARY 2005

a. The contractor shall assign key personnel by name and title. The contractor represents that the following individual(s) are key personnel who will provide the services to the House in connection with this contract.

b. For each person, provide the following information: individual's name, title, telephone number, and e-mail address.

c. Except as provided herein, the contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment or requested by the CO. Contractor personnel assigned to this contract as key personnel are subject to approval of the CO. The contractor must notify the CO of changes to key personnel 30 calendar days prior to removal from the contract. Replacement personnel must be accepted in writing by the CO. The CO may require substitution of key personnel from contractor, and may require additional personnel to be added to the project. Proposed substitutes to key personnel must have qualifications equal to or better than those approved at the award stage. The CO will notify the contractor, after receipt of all required information (including resumes of substitutes), of the decision on substitutions within 10 business days.

G.5 HC.7.010 POST AWARD CONFERENCE FEBRUARY 2005

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 11 of 24
---------------------	------------------------------------	--	---------------

A post award conference will be held with the contractor to review contract administration issues, unless the House and the contractor determine that such a conference is not necessary.

G.6 HC.7.006 CONTRACT STATUS AND REVIEW MEETING FEBRUARY 2005

The COR, CA, and authorized contractor representative(s) shall meet at least quarterly or more frequently as determined by the COR. The purpose of the meeting is to review the status reports, performance results, current/outstanding issues, and provide to the contractor any House-related informational materials. The goal is to keep track of performance, head-off any potential problems, resolve issues, and maintain a smoothly operating contract.

G.7 HC.7.011 PROGRESSIVE STEPS TO ENSURE SATISFACTORY CONTRACT PERFORMANCE FEBRUARY 2005

a. The Contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all real or apparent performance issues to the immediate attention of the Contractor. These issues will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of the contract.

b. If an issue cannot be resolved between the Contractor and the COR, or resolution would require a modification to the contract, the COR will immediately notify the CA and the CO by e-mail. The CA in conjunction with the COR, Contractor, and as may be required other subject matter experts, will attempt to resolve performance issues to the mutual satisfaction of both parties. If a modification to the contract is required the CA will make a recommendation to the CO and if approved prepare the modification and obtain all necessary approvals and signatures.

c. Issues that cannot be resolved by the CA will be brought to the attention of the CO who may pursue any of the remedies provided for under this contract up to and including termination.

G.8 HC.7.002 MODIFICATIONS FEBRUARY 2005

Administrative changes, e.g. address corrections, are approved by the CO. All other changes which change the scope of this contract, including additions or deletions, must be prepared in writing as formal modifications signed by both parties.

G.9 HC.7.025 RELEASE OF CLAIMS FEBRUARY 2005

After completion of work, and prior to final payment, the contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 12 of 24
---------------------	------------------------------------	--	---------------

SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1 HC.8.001 INSURANCE

MAY 2001

The contractor shall carry and maintain, during the entire period of performance under this contract, the following:

- Workers' compensation and employee's liability insurance: minimum \$100,000 per incident.
- Comprehensive general liability: minimum of \$1 million bodily injury per occurrence.
- Other insurance as directed by the contracting officer.

H.2 HC.8.002 IDENTIFICATION BADGES

FEBRUARY 2006

New contractor employees shall obtain a House identification/access pass issued by the House Sergeant at Arms before the employee enters on duty, if unescorted access is required outside of normal public building visiting hours. Public building visitor hours are Monday to Friday 7am to 7pm, and Saturday 7am to 1pm. House identification badges will not be issued to a contractor employee unless the Capitol Police forms for a background check are submitted in accordance with Clause HC.8.003 of this contract.

The contractor shall ensure that the employee surrenders the House identification/access card upon termination of employment or performance is no longer required under this contract. House identification/access cards shall be surrendered to the COR and reconciled within two business days following an employee termination or service release under this contract. A penalty in the form of damages shall be levied for failure to return House identification/access cards in the amount of \$100 a month for each House identification/access card that is not returned to the COR within two business days following an employees termination or employee service no longer required under this contract. The damage amount will be prorated in the month of termination or release from service to the date the House identification/access card was to be returned to the COR and reconciled.

Final payment will not be made under this contract until all House identification/access cards that were issued under this contract have been returned, and a release provided to the contractor signed by the COR. If the contract is a concessionaire type contract, contractor equipment and supplies shall not be removed from House property until all House identification/access cards have been returned and a release provided to the contractor signed by the COR.

H.3 HC.8.003 PROSPECTIVE EMPLOYEE BACKGROUND CHECK

FEBRUARY 2006

a. The U.S. Capitol Police will screen all contractor employees working on this contract who have access to House facilities or information in the performance of Contract work. The COR will provide the Contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each employee the contractor will have working in any capacity on the contract. Forms for each employee working on this contract shall be submitted prior to the commencement of work.

b. The employee shall be fingerprinted by the Capitol Police prior to working on the contract and a check made of criminal history records. If the Capitol Police, after having processed the forms, determine at any time that the employee is unsuitable or unfit for assigned duties, they will notify the CAO Human Resources, Director of Administration who will notify the COR and CO. The COR will then direct the contractor to immediately remove that employee from any work under this contract.

c. All contractor employees working on this contract with access to House facilities or information are required to be cleared by the Capitol Police, at a minimum of every three years. However, further background checks may be conducted at any time as is warranted.

H.4 HC.8.005 BENEFITS TO MEMBERS OF CONGRESS

MAY 2001

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 13 of 24
---------------------	------------------------------------	--	---------------

No Member, Delegate, Resident Commissioner, Officer of the House or Procurement Officer shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

H.5 HC.8.006 NEWS RELEASES

MAY 2001

No news releases, press conferences or advertisements pertaining to this contract will be made without prior written approval of the CO.

H.6 (SECTIONS H.6 THROUGH H.22 FOLLOW)

(Sections H.6 through H.21 follow)

H.6 GREEN THE CAPITOL

All contractors are encouraged to operate in an environmentally friendly manner. All services, products, and equipment must adhere to the Speaker's Green the Capitol Initiative. Please refer to the Final Report Green the Capitol Initiative. A copy will be provided upon request. Products purchased by contractors for use on House Campus must be "environmentally preferable products" (clause H.8). In addition, contractors shall ensure energy efficiency in energy-consuming products (clause H.7).

H.7 H.7 ENERGY EFFICIENCY IN ENERGY-CONSUMING PRODUCTS

An Energy-efficient product means a product that meets Department of Energy and Environmental Protection Agency criteria for use of the Energy Star trademark label; or is in the upper 25 percent of efficiency for all similar products as designated by the Department of Energy's Federal Energy Management Program (FEMP). The contractor must ensure that energy-consuming products are energy efficient products (i.e., ENERGY STAR® products or FEMP-designated products) at the time of contract award, for products that are delivered, acquired by the contractor for use in performing services on the House Campus, or furnished by the contractor for use at the House, and this requirement applies to the contractor (including any subcontractor) unless the energy-consuming product is not listed in the ENERGY STAR® Program or FEMP, or otherwise approved in writing in advance by the Contracting Officer. Information about these products is available for ENERGY STAR® at <http://www.energystar.gov/products>, and FEMP at http://www.eere.energy.gov/femp/procurement/eep_requirements.html.

H. 8 ENVIRONMENTALLY PREFERABLE

Environmentally preferable means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

H.9 CHANGES TO CORE HOURS

The Contractor may operate under reduced hours when the House is not in session, subject to prior notification to the Contracting Officer's Representative (COR). The House is rarely in session on a Saturday, Sunday, or holidays, and there is no expectation for shoe shine and repair operations on those days. Any request to change the agreed upon operating hours on a permanent basis must be submitted in writing to the CO for approval.

H.10 CURRENT PERSONNEL

The contractor agrees to permit employees currently staffing these facilities to be interviewed for, and be considered for, employment with respect to the contract resulting from the issuance of this RFP.

H. 11 TRAINING

The contractor shall allow employees to attend various House training and refresher programs as required. Such training shall cover evacuation procedures, House new employee orientation, etc.

H.12 HOUSE-OWNED EQUIPMENT

The repair of House-furnished items will be the responsibility of the House until the equipment has reached the end of its' useful life. Replacement-in-kind will be the responsibility of the House. It is the responsibility of the contractor to notify the Contracting Officer's Representative (COR) if any House furnished items are in need of repair. The COR shall notify the appropriate House entity to

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 14 of 24
---------------------	------------------------------------	--	---------------

arrange for repair. The contractor shall be responsible for the daily operation and cleaning of the House furnished items as well as equipment furnished by the contractor.

H.13 MARKETING AND SALES

The Contractor shall provide a marketing plan that addresses the House demographics to build a recurring clientele for its services and retail sales of shoe shine products. The House Inside Mail system may be used to distribute promotional flyers to House offices. Contractors may also use the House listserv process to create and maintain customer email distribution lists to aid in marketing.

H.14 QUALITY ASSURANCE PLAN

The plan should outline procedures to be used to monitor quality, identify deficiencies and corrective actions, and describe a minimum standard of customer service.

H.15 SANITATION

The Contractor will comply with the rules provided by the House Environmental/Occupational Health Office. A copy will be provided upon request. The Contractor shall use environmentally preferable cleaning supplies as outlined in the Final Report Green the Capitol Initiative. The House Building Superintendent would be responsible for nightly vacuuming of the rugs, removal of trash, and a periodic stripping and waxing of tiled flooring.

H.16 PAYMENT OF MONTHLY FEE TO HOUSE

The Contractor should propose a flat monthly fee in lieu of rent. Depending on the proposed level of renovation, the House may choose to waive the monthly fee for up to 12 months. The contractor shall send this fee to CAO Administrative and Financial Services, Accounting Department, 336 Ford House Office Building, Washington, D.C. 20515. The monthly payment will be made by check or money order made payable to the U.S. Treasury. Payments must clearly reference the contract. Fee payment should be received no later than the 15th business day of each month. The contractor will certify that the payment is accurate.

H.17 SALES REPORT

The contractor shall propose a format and timeline for a monthly sales report and submit with the offer. The sales report will be approved by the COR prior to implementation. The report shall include at a minimum a breakdown of services rendered, products sold, and customer count by unit and is to be emailed monthly to the CO and COR.

H.18 PRICING

The Contractor shall list in the proposal the intended prices of its various services. During operations, prices at all locations will be marked and readily visible.

H.19 PRICE CHANGES FOR SERVICES AND RETAIL ITEMS

Requests for price increases will be considered on a semi-annual basis by the CO. Before implementing any price changes, Contractor agrees to give the CO written notice containing the old prices and new prices together with the rationale for the changes. If requested by the CO, Contractor agrees to meet with the CO to discuss the changes.

H.20 TELEPHONES

Telephone service with a House office complex number may be obtained by the contractor through the CAO Office of Telecommunications for a fixed monthly charge for each instrument and telephone line. Usage charges will be billed monthly at the same time. Initial installation of each instrument will be charged separately. The contractor shall make payment to the CAO Office of Telecommunications.

H.21 PENALTY

The contractor should propose a penalty assessment for late opening and early closure for which the reason is not beyond the control of the contractor. Such a penalty may be assessed should a pattern for late openings or early closures exist.

H.22 RENOVATION, REMODELING, AND CAPITAL INVESTMENTS

.1 Space and Renovations

(1) Plans of any proposed changes or upgrades with milestone timelines shall be submitted with the proposal. These plans would be finalized immediately post award and approved by the Contracting Officer (CO) prior to any construction or refurbishment. All costs would be borne by the Contractor and must be reported to the CO prior to construction. The Contractor may propose several levels of renovation with separate commensurate pricing structures for services in keeping with the level of effort in the several levels of modifications proposed. If, for the convenience of the House, it becomes necessary for the House to change the location of any facilities or stands within the House Office complex, the House will pay for remodeling the new facility and will move, or pay for moving, the stands, the contractor's movable inventory, counters, and improvements, whichever is most advantageous to the House.

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 15 of 24
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.2 Capital Investment

(1) The Contractor is making an investment in equipment, small wares and other improvements (collectively, the "Investment"). All of the Investment is subject to buyback.

(2) The House will provide all the facilities listed in the solicitation in "as-is" condition at the commencement of this Contract. The Contractor agrees to accept these facilities in the "as-is" condition for performance of this Contract.

(3) Contractor may propose making a capital investment in physical, permanent improvements in one or more of the facilities. All such physical changes, improvements and furniture, fixtures and equipment (FF&E), when completed, become the property of the House.

(4) Capital investments by the Contractor will be approved in advance by the House and amortized straight-line, noninterest bearing basis over a period not to exceed seven years and in accordance with industry standard accounting practices. A shorter or longer amortization period, depending on the total dollar amount of the Contractor's capital investment, may be proposed by the Contractor and will be considered by the House, in accordance with Internal Revenue Service regulations and General Accepted Accounting Principles (GAAP).

(5) In the event of Contract termination by the House for other than a material breach of the Contract by Contractor, the House or successor Contractor will reimburse Contractor the unamortized capital cost for the capitalized investment. Upon receipt of reimbursement, the Contractor shall convey clear title to the capitalized equipment to the House or successor Contractor.

(6) If the House terminates the Contract for a material breach of the Contract by Contractor, the House or the successor Contractor shall have the option to provide a reimbursement or "buy-back" of the capitalized equipment. The House or successor Contractor shall have no obligation to provide reimbursement or "buy-back" of the capitalized equipment.

(7) The reimbursement or "buy-back" of unamortized capital equipment would not include any Furniture, Fixtures and Equipment (FF&E) that is proprietary to the Contractor, such as trade dress, logo, etc., and is Contractor-specific and not transferable to another Contractor. These items must be clearly identified in Contractor's proposal.

(8) The House reserves the right at any time during the term of the contract to pay off the unamortized portion of Contractor's capital equipment, if any, with no interest or penalties.

.3 Loose Equipment

Contractor will provide and own, at Contractor cost and expense, all loose equipment including, but not necessarily limited to, professional equipment, point-of-sale/cash registers, computers and computer related hardware and software, office furniture/furnishings, carts and fax machines. The House will have the right of review and approval of any loose equipment stored in House facilities.

.4 Contractor Exclusive Investment

The Contractor will be responsible for paying for the following investment items. The investment dollars in (2) and (3) below would not be subject to amortization and buy-back in the case of contract termination under any circumstances.

(1) Contractor pre-opening and start-up costs and expenses including any corporate overhead, staff or related charges if applicable to the Contractor.

(2) Consumable supplies used in providing shoe shine services.

(3) Change and petty cash funds

(4) Loose Equipment

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 16 of 24
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SECTION I -- CONTRACT CLAUSES

I.1 HC.9.012 TERMINATION

JUNE 2002

The House has the right to terminate this order in whole or in part at any time with 30 day written notice to the contractor. In such event, contractor may claim only properly supported out-of-pocket costs plus a reasonable amount of demonstrable related charges for the work already performed, all to be determined in accordance with generally accepted accounting procedures. For specially prepared products, unique to the House's order, any partially completed work or raw materials whose full costs are included in the termination charges shall be identified in writing and held by contractor for disposition in accordance with the House's written instructions. Notwithstanding the foregoing, the House reserves the right to cancel all or any part of the undelivered portion of this order, without liability, in addition to the House's other rights and remedies, if contractor breaches any of the terms and conditions herein.

I.2 HC.9.003 DISPUTES

MAY 2001

Any dispute shall be decided by the CO, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the contractor. Within thirty (30) calendar days from the receipt of such copy, the contractor may appeal in writing by mail to the CAO. The CAO's decision shall be final. The contractor may appeal the CAO's decision to the Committee on House Administration only for violations by the CAO for failure in following procedural guidelines within 10 calendar days of the CAO final decision. If no such appeal is taken, the decision of the CO shall be final and conclusive. In connection with any proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the contractor shall proceed diligently with the performance of the contract and in accordance with the CO's decision.

I.3 HC.9.001 AUTHORIZED CHANGES ONLY BY THE CONTRACTING OFFICER MAY 2001

a. Except as specified in paragraph (b) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change under this contract.

b. The contractor shall not comply with any order, direction or request of House personnel, unless issued in writing and signed by the CO, subject to the policy direction and oversight of the Committee on House Administration, or made pursuant to specific authority otherwise included in this contract.

c. The CO is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the CO. In the event the contractor effects any change(s) at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

I.4 HC.9.015 HOUSE RULES

MAY 2002

This contract shall be governed in accordance with House Rules and regulations and all applicable statutes regarding performance and any dispute arising therefrom.

I.5 HC.9.002 OBSERVANCE OF LAWS

MAY 2001

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 17 of 24
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a. In connection with the performance of work under this contract, the contractor agrees not to discriminate on the basis of race, religion, color, sex, national origin or disability.

b. The contractor shall comply with all applicable laws of the United States with respect to the conduct of its employees and operations.

I.6 HC.9.007 ORDER OF PRECEDENCE

MARCH 2002

In the event of an inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) contract statement of work; (b) other provisions of this contract, whether incorporated by reference or otherwise.

I.7 HC.9.019 BUY AMERICAN

MARCH 2003

Unless otherwise specified, items are to be of the growth and manufacture of the United States, provided such items are upon as good of terms regarding quality and price as like items of foreign growth and manufacture. An item shall be deemed to be manufactured in the United States if more than fifty (50%) percent of the cost of its components are of the growth and manufacture of the United States.

(a) Definitions. As used in this clause--

"Component" means an article, material, or supply incorporated directly into an end product.

"Cost of components" means--

(1) For components purchased by the Contractor, the acquisition cost, including transportation costs to the place of incorporation into the end product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or

(2) For components manufactured by the Contractor, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (1) of this definition, plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the end product.

"Domestic end product" means--

(1) An unmanufactured end product mined or produced in the United States; or

(2) An end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as those that the agency determines are not mined, produced, or manufactured in sufficient and reasonably available commercial quantities of a satisfactory quality are treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.

"End product" means those articles, materials, and supplies to be acquired under the contract for House use.

"Foreign end product" means an end product other than a domestic end product.

(b) The Contractor shall deliver only domestic end products except to the extent that it specified delivery of foreign end products in the provision of the solicitation entitled "Buy American Act Certification."

I.8 BUY AMERICAN ACT CERTIFICATION

(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause HC.9.019 of this solicitation entitled "Buy American Act."

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 18 of 24
---------------------	------------------------------------	--	---------------

(b) Foreign End Products:

End Product: [List as necessary]

Country of Origin: [List as necessary]

I.9 HC.9.013 GRATUITIES

JUNE 2002

This order may be terminated if it is determined by the House that a gratuity (e.g., an entertainment or gift) was offered or given to any Member, officer, or employee of the House with the intention of obtaining this order or gaining favorable treatment under this order. No Member, officer, or employee of the House shall share any personal benefit of this order.

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 19 of 24
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SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1 LIST OF ATTACHMENTS

List of Attachments:

Attachment J.1 - Schedule of Flat Monthly Fee
 Attachment J.2 - Legislative Calendar 2007-2008
 Attachment J.3 - Facility Space/Map
 Attachment J.4 - Historical Activity
 Attachment J.5 - List of House Furnished Facilities and Equipment
 Attachment J.6 - Pricing for Products and Services
 Attachment J.7 - Schedule of Hours

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 20 of 24
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SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 HC.11.001 GENERAL REQUIREMENTS

JULY 2001

Offerors shall be individuals, partnerships, or corporations regularly engaged in the business covered by the specifications and possessed of satisfactory financial resources and technical ability, and of equipment and organization to insure satisfactory completion of the contract, and who have established a satisfactory record in the past. Offerors shall, if requested by the CO, furnish promptly any information, which the CO may consider necessary to establish their competency for the work.

The offeror certifies by submission of this proposal and resultant contract that the offeror has not publicly or privately colluded with any other offeror to fix prices or conditions of this contract.

K.2 HC.11.004 COMPANY BACKGROUND

JULY 2001

All offerors will be required to submit proposals to include the following information concerning the company background:

- a. Legal name of the company.
- b. Detailed business history.
- c. Mission statement to include the scope of quality service, customer care and philosophy in dealing with the House as a potential client.
- d. Substance abuse policy and/or drug free work place policy and procedures, if applicable.
- e. Equal opportunity policy and compliance with House standards.
- f. Current staffing document.
- g. Disclose any lawsuits in which the Company is a named defendant within the last five (5) years and status of each such case.

K.3 HC.11.007 ELIGIBILITY FOR AWARD

JULY 2001

The offeror certifies that it is eligible for award of a contract resulting from this solicitation and that it has not been barred, suspended or otherwise rendered ineligible for award of a federal government contract, nor has the offeror within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, state or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and, is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision.

K.4 HC.11.009 PERIOD FOR ACCEPTANCE OF PROPOSAL

JULY 2001

In the event the offeror receives award of this contract, the award shall be based on the prices set forth in the offeror's proposal provided that the House makes the award of the contract within _____ calendar days after receipt of the offer.

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 21 of 24
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SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 HC.12.010 CONTENT OF PROPOSALS

JULY 2001

Each proposal shall be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. It is important that the proposal be organized as specified since the score sheet used during the evaluation will parallel the order specified in the solicitation. Offerors are reminded to avoid excessively lengthy or overly extravagant proposals. Proposals that do not address all of the elements and requirements, in the order contained herein, shall be disqualified from further consideration.

Administrative and Price Proposal. Part I shall be divided into the following distinct and marked parts:

- (1) "Section A of RFP." The offeror shall insert Section A of this solicitation with all required/applicable blocks completed.
- (2) "Section B Price Schedules." Offeror shall complete Section B and provide a proposed price which will address all requirements as well as others the offeror may wish to offer
- (3) "Section G Contract Administration." Offeror shall complete the required sections of Section G.
- (4) Section K - Representations, Certifications, And Statements of Offerors." Offeror shall complete the required sections of Section K.
- (5) Provide resumes of all prospective professional staff or the descriptions and qualifications of anticipated positions.
- (6) Offeror shall describe the overall approach to providing services in accordance with specifications herein.

L.2 HC.12.003 SUBMISSIONS

MARCH 2004

Proposals are due by 2:00 p.m. Wednesday, March 4, 2009. Offerors shall submit one (1) original copy to CAO Procurement Management, 327 Ford House Office Building, Washington, D.C. 20515, and one electronic version in MS Word or PDF format of the proposal prepared in such format and detail as to enable the House to make a thorough evaluation thereof, and to arrive at a sound determination as to whether or not the offeror can meet the House's requirements. The Proposal package shall clearly identify firm name and address and solicitation number. The electronic version shall be emailed to Christine.stewart@mail.house.gov with a copy to Lawrence.toperoff@mail.house.gov. The subject line of the email message shall be Shoe Shine and Repair Services RFP. No hand carried proposals will be accepted and facsimile proposals will NOT be accepted. Receipt of the electronic version by email by the due date and time will satisfy the submission deadline requirement. The hard copy may follow in the mail within five days of the due date.

Questions concerning this RFP must be submitted in writing via email to Christine.stewart@mail.house.gov and the deadline for receipt of all questions is 2:00 p.m. Tuesday, February 17, 2009. Questions and answers will be published in an amendment to the solicitation.

L.3 HC.12.006 LATE SUBMISSIONS AND REVISION OF PROPOSALS

JULY 2001

(1) Any proposal or revision to a proposal received by the CO after the exact time specified for receipt will not be considered, unless it is determined to be in the best interest of the House or it is received before award is made, and it:

- (a) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must be mailed by the 15th), or
- (b) Was sent by mail and it is determined by the House that the late receipt was due solely to mishandling by the House, or

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 22 of 24
---------------------	------------------------------------	--	---------------

(c) Was sent by the U.S. Postal Service Express Mail Next Day Service - Post Office to addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. federal holidays, or

(2) A revision resulting from the CO's request for "best and final" offer received after the time and date specified in the request will not be considered, unless received before the award and late receipt is due solely to mishandling by the House.

(3) The only acceptable evidence to establish the date of mailing of a late proposal or revision sent by either the U.S. Postal Service Registered or Certified Mail is the U.S. postmark both on the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(4) The only acceptable evidence to establish the time of receipt by the CAO is the time/date stamp on the proposal wrapper or other documentary evidence of receipt maintained by the CAO.

(5) The only acceptable evidence to establish the date of mailing of late offer, revision, or withdrawal sent by Express Mail Next Day Service - Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service - Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service.

(6) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 23 of 24
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SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 HC.13.001 EVALUATION FACTORS FOR AWARD

JULY 2001

The House intends to award this contract to the offeror whose proposal best meets the requirements as stated in the RFP. This will be based on an integrated assessment of the evaluation factors described below. All evaluation factors are considered equal in importance.

Evaluation Criteria

The criteria that will be used in the evaluation of each offeror's proposal will include management approach, past performance, and pricing; each are equally weighted. Details on the each criterion follow:

Technical / Management Approach

The offeror shall describe the overall approach to providing services in accordance with specifications herein. The proposal should discuss planned approaches to meet the requirements called for in the statement of objectives and other opportunities for the offeror and the CAO to work as partners in improving the House environment.

The offeror shall provide résumés of all prospective professional staff or the descriptions and qualifications of anticipated positions. Staff capabilities will be evaluated based on occupational experience and experience servicing customers in their occupation.

Note: Offerors whose services or products are misrepresented during the solicitation phase, who are subsequently awarded a contract, will be subject to the penalty provisions of the contract.

The following points comprise the evaluations of this criterion and are equally weighted.

- Overall Approach
- Organizational Structure
- Shoe Shine Stand Renovations Plans
- Service Offerings
- Staffing Plan (Qualifications, Scheduling, and Benefits)
- Operating Hours (Alignment to House floor proceedings for Capitol stand)
- Marketing Plan
- Penalty Fee

Past Performance

- a. Provide your current and one or more past lessees, if applicable, in performing this service or services similar in scope; include contact names, phone numbers and effective dates.
- b. Provide a general description of your company and its structure, including overall capabilities.

Price

- Flat Monthly Fee
- Cost of Services

Proposed pricing will be evaluated not only to determine if the price is reasonable, realistic, and affordable, but also to determine the offeror's understanding of the requirements. Offeror may elect to propose several pricing schedules in keeping with the level of facility renovations.

M.2 HC.13.002 CONTRACT AWARD

JULY 2001

- a. The House intends to award a single contract resulting from this solicitation to the responsible offeror whose offer best conforms to this solicitation, taking into account the factors contained in M.1 "Evaluation Factors for Award".

Solicitation	Document No. OPR09000211	Document Title Shoe Shine Services	Page 24 of 24
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b. The House may:

- (1) reject any or all offers, if such action is in its interest,
- (2) waive informalities and minor irregularities in offers received.

c. The House intends to evaluate proposals and to award without discussion. Therefore, each initial offer should contain the offeror's best terms. However, the CO reserves the right to conduct discussions if they are later determined to be necessary.

During the evaluation process, the House reserves the right to request oral presentations.

Attachment J.1 – Schedule of Flat Monthly Fee - RFP OPR09000211

J.1 Schedule of Flat Monthly Fee

Performance Period	Flat Fee Proposed
Base Period (3 years)	
Option 1 (2 years)	
Option 2 (2 years)	
Option 3 (2 years)	
Option 4 (2 years)	

Legislative Floor Activity

Dates and Hours the House is in Session

Day of Month	October-07			November-07			December-07			January-08			February-08			March-08			April-08		
	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.
1	Mo	12:30	22:40	Th	10:00	17:41							Fr	Demo Retreat					Tu	10:30	19:18
2	Tu	9:00	23:20																We	10:00	20:31
3	We	10:04	21:20							Th	Pro Forma					Mo	Pro Forma		Th	10:00	15:36
4	Th	10:00	17:43													Tu	12:30	21:04	Fr	Pro Forma	
5	Fr	Pro Forma		Mo	12:30	23:33	We	10:00	23:53							We	10:00	23:44			
6				Tu	9:00	23:05	Th	10:00	18:10				We	14:00	22:45	Th	10:00	17:39			
7				We	10:00	23:18							Th	10:00	22:20						
8	Mo	Columbus Day		Th	10:00	23:56							Fr	Pro Forma					Tu	12:30	21:45
9	Tu	12:30	22:15	Fr	9:00	16:01													We	10:00	22:50
10	We	10:00	21:31				Mo	Pro Forma								Mo	12:30	21:11	Th	10:00	18:31
11				Su	Veteran's Day		Tu	10:30	23:42							Tu	10:30	22:44			
12	Fr	Pro Forma					We	10:00	22:53							We	10:00	22:18			
13				Tu	10:30	22:57	Th	10:00	17:18				Tu	12:30	21:36	Th	10:30	23:09			
14				We	10:00	23:59							We	10:00	21:00	Fr	10:00	15:35	Mo	12:30	21:48
15	Mo	12:30	21:01	Th	9:00	23:40				Tu	12:00	22:05	Fr	10:00	10:25				Tu	10:00	23:25
16	Tu	9:00	22:14				Mo	10:30	23:56	We	10:00	21:16				Mo	DWP		We	10:00	21:19
17	We	10:00	22:48				Tu	9:00	22:50	Th	10:00	16:20				Tu	DWP		Th	8:30	16:54
18	Th	10:00	16:25				We	10:00	19:36	Fr	Pro Forma		Mo	Washington Birthday		We	DWP		Fr	Pro Forma	
19							Th	Adjournment					Tu	DWP		Th	DWP				
20										Mo	ML King Day		We	DWP		Fr	Good Friday				
21				Th	Thanksgiving					Tu	12:30	21:15	Fr	DWP					Tu	12:30	21:58
22	Mo	12:30	22:43							We	10:03	18:28				Mo	DWP		We	10:00	23:59
23	Tu	9:00	21:43							Th	Repub Retreat					Tu	DWP		Th	10:00	18:21
24	We	10:00	23:54							Fr	Repub Retreat		Mo	16:00	20:55	Mo	DWP		Fr	Pro Forma	
25	Th	10:00	18:39										We	DWP		Tu	DWP				
26										Sa	Repub Retreat		Tu	10:30	17:57	We	DWP				
27										Mo	14:00	22:14	We	10:00	19:36	Th	DWP				
28										Tu	10:30	20:20	Th	10:00	13:30	Fr	DWP		Tu	12:30	22:24
29	Mo	12:30	21:43							We	Demo Retreat								We	10:00	22:25
30	Tu	9:00	21:14							Th	Demo Retreat					Mo	14:00	21:40			
31	We	10:00	22:12																		
Average		10:30 AM	9:22 PM		10:00 AM	10:01 PM		10:26 AM	9:38 PM		11:17 AM	8:16 PM		11:18 AM	6:49 PM		11:06 AM	9:00 PM		10:36 AM	8:16 PM
Median		10:30 AM	9:43 PM		10:00 AM	11:18 PM		10:00 AM	10:50 PM		10:30 AM	9:15 PM		10:00 AM	8:15 PM		10:30 AM	9:40 PM		10:00 AM	9:46 PM

Day of Month	May-08			June-08			July-08			August-08			September-08			October-08		
	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.	Day	Conv.	Adj.
1	Th	10:00	18:46				Tu	DWP		Fr	9:00	11:23	Mo	Labor Day				
2							We	DWP					Tu	DWP		Th	12:00	20:20
3							Th	DWP					We	DWP		Fr	9:00	15:29
4							Fr	Independence Day		Mo	DWP		Th	DWP				
5	Mo	12:30	19:45	Th	9:30	19:23				Tu	DWP		Fr	DWP				
6	Tu	10:30	20:08							We	DWP					Mo	Adjournment	
7	We	10:00	23:24							Th	DWP							
8	Th	10:00	21:28				Tu	14:00	22:45	Fr	DWP		Mo	14:00	22:32			
9				Mo	12:30	23:55	We	10:00	22:50				Tu	10:30	22:01			
10				Tu	9:00	0:08	Th	10:00	19:52				We	10:07	23:35			
11				We	10:04	23:57				Mo	DWP		Th	11:00	16:34			
12	Mo	Pro Forma		Th	10:00	19:23				Tu	DWP							
13	Tu	12:30	22:51	Fr	Pro Forma		Mo	12:30	22:10	We	DWP							
14	We	10:00	23:18				Tu	9:00	22:53	Th	DWP		Mo	12:30	24:01:00			
15	Th	10:00	17:24				We	10:00	23:25				Tu	9:00	24:30:00			
16				Tu	12:30	21:56	Th	10:00	17:30				We	10:00	22:30			
17				We	9:30	22:35				Mo	DWP		Th	10:00	20:53			
18	Mo	10:30	18:32	Th	10:00	23:40				Tu	DWP							
19	Tu	9:00	22:48	Fr	9:30	15:45				We	DWP							
20							Mo	Pro Forma		Th	DWP							
21	We	10:00	23:56				Tu	12:30	23:00	Fr	DWP		Mo	10:30	22:18			
22	Th	10:00	22:35				We	10:00	23:05				Tu	9:00	24:16:00			
23	Fr	Pro Forma		Mo	12:30	21:47	Th	10:00	23:01				We	10:00	22:41			
24				Tu	9:00	22:56				Mo	DWP		Th	10:00	22:22			
25				We	10:00	18:58				We	DWP		Sa	9:00	21:23			
26	Mo	Memorial Day		Th	10:00	21:44				Th	DWP		Su	10:00	22:29			
27	Tu	DWP					Mo	Pro Forma		Fr	DWP		Mo	8:00	16:07			
28	We	DWP					Tu	10:30	23:10									
29	Th	DWP					We	10:00	23:15									
30	Fr	DWP		Mo	DWP		Th	10:00	1:08									
31																		
Average		10:25 AM	9:14 PM		10:32 AM	9:35 PM		10:39 AM	10:28 PM					10:24 AM	10:04 PM		10:30 AM	5:54 PM
Median		10:00 AM	10:01 PM		10:00 AM	9:55 PM		10:00 AM	11:00 PM					10:00 AM	10:29 PM		10:30 AM	5:54 PM

Explanation of Terms

Conv. - Time that the floor session convenes.

Adj. - Time that the floor session adjourns for the day.

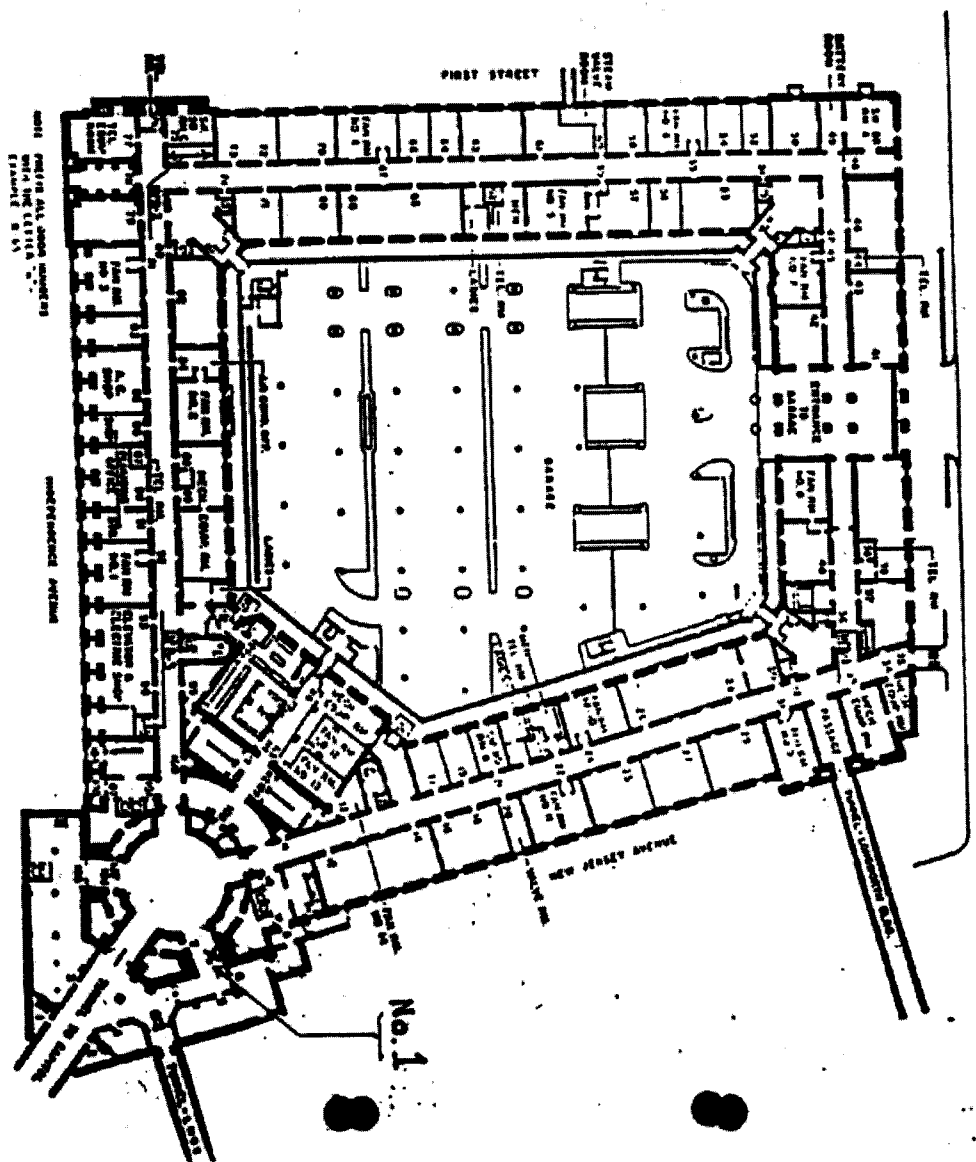
Holidays are listed in Red

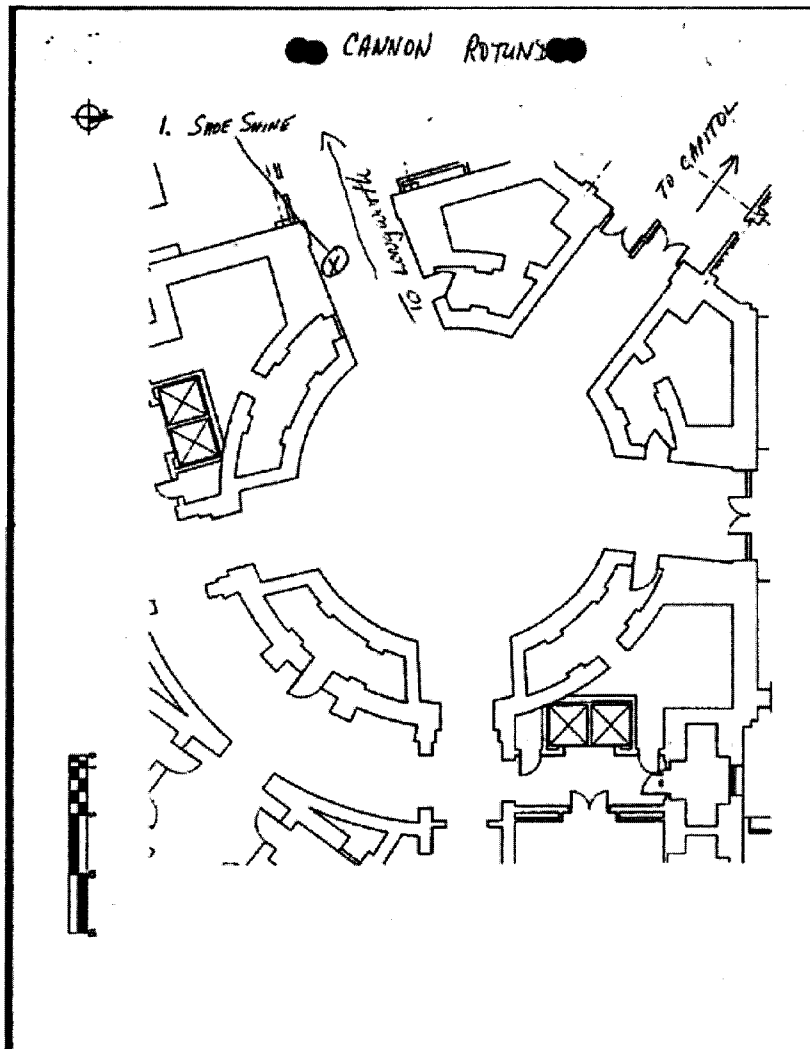
DWP - District Work Period. The House adjourns for one or two weeks and Members and some staff go back to their congressional districts to work with constituents. Most services on campus typically cut back on operational hours to meet reduced staff presence.

Pro Forma - A session of no more than 15 minutes and no business is conducted. Few Members are in Washington, D.C.; staff presence can be reduced.

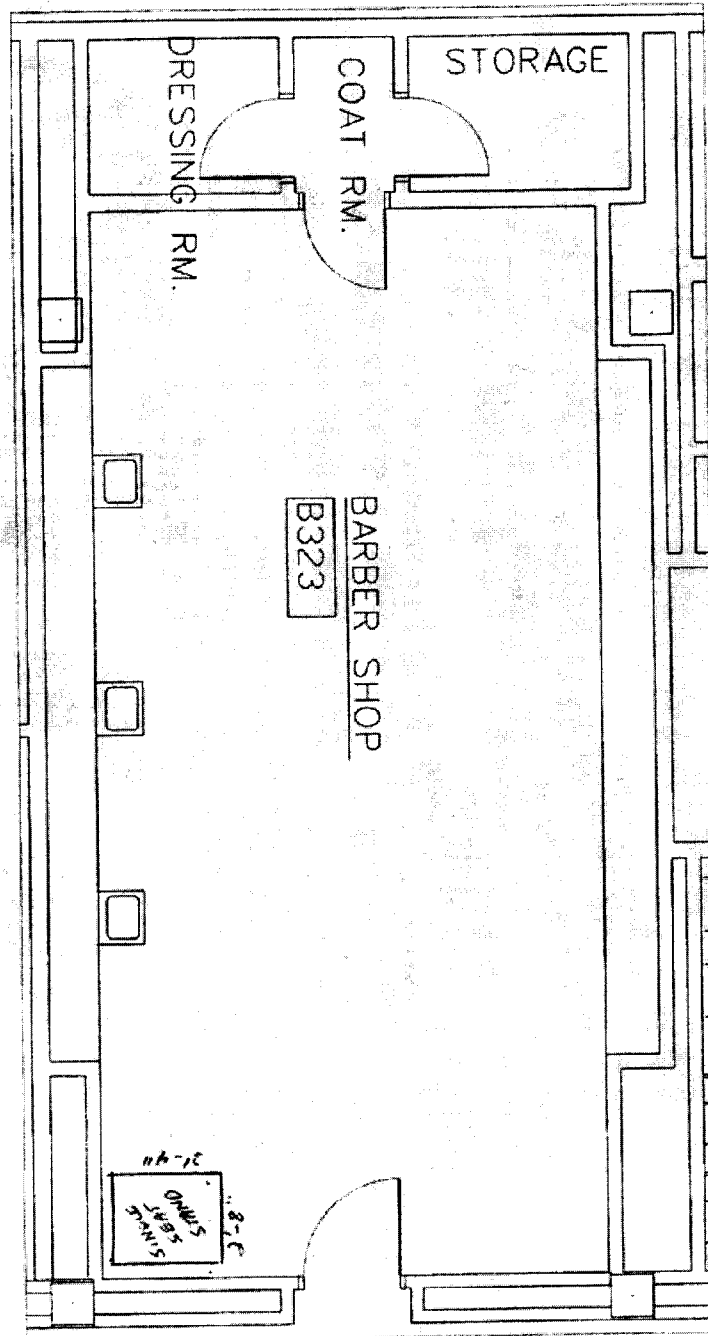
Adjournment - This is the end of the legislative session for the year. Most Members go back to their congressional districts and staff presence is notably reduced.

Contract No. OPC0300004
Shoe Shine Services

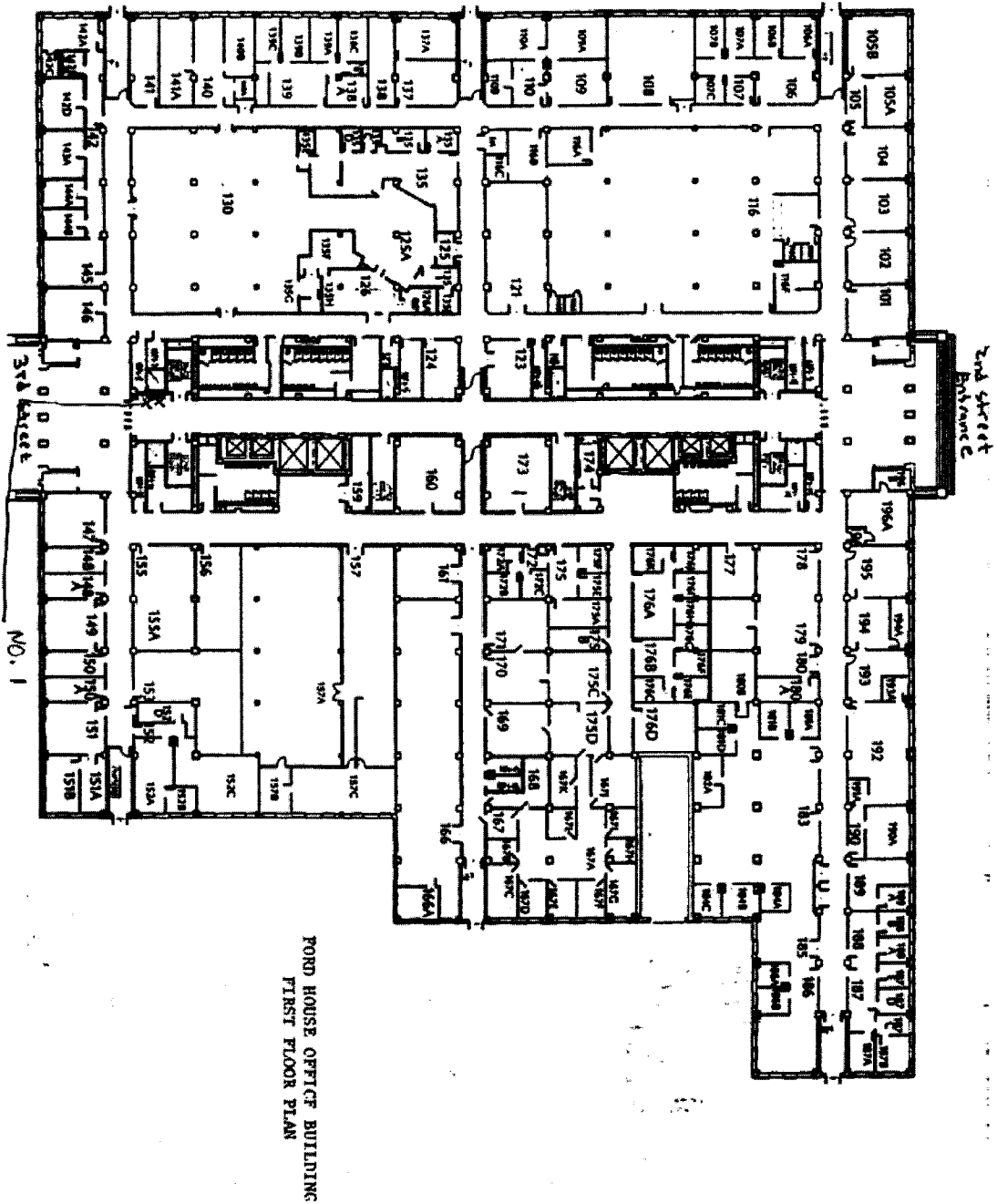




Contract No. OPC0300004
Shoe Shine Services



Barber Shop
1/4" = 1'-0"



Attachment J.4 – Historical Activity - RFP OPR09000211 – Shoe Shine Services

Yearly Shoe Shine & Repair Activity (2005 through 2008)																
Service	Locations															
	Cannon				Rayburn				Ford				Capitol			
	2005	2006	2007	2008	2005	2006	2007	2008	2005	2006	2007	2008	2005	2006	2007	2008
Shoe Shines	3087	2455	3013	1741	1637	1187	1469	1040	1704	1274	1543	1280	290	466	610	227
Shoe Repairs	3180	3282	3714	2831	640	713	527	464	954	1423	1571	1429	0	0	0	0
Retail Products (Includes Key Cutting)	1010	798	924	897	0	0	180	22	0	0	62	69	0	0	0	0
Totals Per Location	7277	6535	7651	5469	2277	1900	2014	1526	2658	2697	3176	2778	290	466	610	227

House Supplied Furniture

Cannon Shoe Shine Stand

4 Chairs
1 Couch
1 Table
1 File Cabinet
1 Bookcase
1 Coat Hanger

Rayburn Shoe Shine Stand

1 Chair

Ford Shoe Shine Stand

1 Chair
1 Coat Hanger

J.6 Service Pricing

Service	Pricing
Shoe Shine-Shoes	
Shoe Shine-Boots	
Shoe Repairs:	
(Provide detailed pricelist of all available shoe repairs)	
Other Repairs:	
(Provide detailed pricelist of any other available repairs such as leather, luggage, etc...)	
Key Cutting Services-House	
Key Cutting Services-Car	
Retail Products	
(Provide detailed pricelist of all available retail products, all related to the service offerings)	

J.7 Schedule of Hours

Proposed Hours:

Location	Hours	
	In-Session	Recess/Modified
Cannon Basement Rotunda (Room B-7)		
Rayburn Barber Shop (B-323)		
Ford 3 rd St. Entrance		
U.S. Capitol (H-215)	See requirements for this location only in Section C.2(2)	

Current Hours:

Location	Current Hours	
	In-Session	Recess/Modified
Cannon HOB, Rm-B7	8am-5pm	8am-3pm
Ford HOB, 3 rd St. Entrance	8am-3pm	8am-3pm
Rayburn HOB, Rm-B323	8:30-5pm	9am-3pm